



## KNIGHTDALE FINANCE COMMITTEE MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

**August 17, 2016**

The Knightdale Finance Committee met at 6:00 p.m. in the Conference Room of Town Hall.

**PRESENT:** Mayor James Roberson, Mayor Pro Tem Mike Chalk, and Councilor Pete Mangum

**ABSENT:** No one

**Staff Members Present:** Administrative Services Director Suzanne Yeatts; Development Services Director Chris Hills; and Interim Town Manager Hal Mason

Meeting called to order by Councilor Mangum at 6:00 p.m.

**ITEM I. APPROVAL OF MINUTES**  
August 1, 2016

**...Motion by Mayor Pro Tem Chalk to approve the minutes of August 1, 2016. Motion seconded by Councilor Mangum and carried unanimously.**

**ITEM II. OLD BUSINESS**

**A. Committee Calendar July – December 2016**

Committee members directed staff to invite Councilor Tripp from the Planning and Engineering Committee to attend the following three Finance Committee meetings to jointly discuss Capital Improvement Plan (CIP) requests:

- September 6, 2016 – kickoff meeting to review process
- November 7, 2016 – update meeting
- December 5, 2016 – meeting to finalize plan proposed for adoption

Staff will provide each committee member with a CIP notebook to organize the requests by individual project information data sheet (PIDS).

**B. Updated Preliminary June Financial Report**

Committee members reviewed the financial report.

Staff explained that the overage in the Knightdale Community Park and Recreation Center expenditure line item is due to auditor adjustments to include utility and maintenance payments made to the school system. The school system is not timely in billing the town for its share of these costs but in the future staff will be sure to

follow up with the county to obtain invoices if possible or estimate these amounts if not received in the proper fiscal year.

Mayor Pro Tem Chalk noted that invoices from Wake County Public Schools should be itemized and requested information regarding what percentage the town is paying as outlined in the joint use agreement.

Councilor Mangum requested that staff provide information on available balances with the next report so that Council is aware of available funds as they consider CIP prioritization.

ITEM III. NEW BUSINESS

A. July Monthly Financial Report

Committee members reviewed the July report.

B. Attorney Fee Review

Committee members expressed their desire to review larger town contracts beginning alphabetically with the attorney contract. Staff explained the developer pass through billing process.


Staff was tasked with providing the following information:

- Clarity on what items are covered under the retainer vs. billable hours
- Payment data over the past three years including town payments and amounts paid by developers
- Survey other Wake County municipalities regarding attorney cost
- Conclude discussion of this item at the September 6, 2016 meeting

Committee requested that staff put together a list of large contracts for the committee to review at future meetings.

ITEM IV. ADJOURNMENT

Meeting adjourned at 6:35 p.m.

 9-6-16  
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Finance Officer

  
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Committee Chairman